

JEN

24 March 1955

MEMORANDUM FOR: Director of Personnel
Director of Logistics
Comptroller
Chief, Management Staff

SUBJECT: Principles and Procedures Pertaining to the
Office of the SSA-DD/S

REFERENCE: Memo from DCI, subj: Administration of the
Clandestine Services, dated 3 February 1955

1. In order for the SSA-DD/S to effectively direct his staff in carrying out the special responsibilities for Clandestine Services support under reference memorandum, it is essential that mutually agreed upon administrative principles and procedures be established for handling personnel matters such as leave, Time and Attendance Reports, Fitness Reports, etc., pertaining to the personnel designated to represent your offices on this Staff. Accordingly, the following is set forth.

Personnel Actions

2. All Personnel Action Requests (Form SF-52) will be coordinated with the SSA-DD/S for his review and comment or concurrence prior to submission to the Office of Personnel.

3. Copies of the Notification of Personnel Action (Form SF-50) prepared by the Office of Personnel to effect the actions referred to in paragraph 2 above, will be transmitted to the individual concerned through the appropriate Office head, who will accept the responsibility for notifying the SSA-DD/S.

Leave

4. Leave will be scheduled by the SSA-DD/S after coordination with and concurrence of the Office head concerned. Following this coordination, Request for Leave (Form SF-71) will be submitted by the individual concerned to the office of the SSA-DD/S for attachment to the T&A Report form. The SSA-DD/S will arrange jointly with the appropriate Office head for necessary replacement, when required, during such leave. Requests for leave for a period not to exceed four hours will normally not require preparation of Form SF-72.

Time and Attendance Reports

5. The SSA-DD/S will be responsible for preparation of Time and Attendance Reports and for certifying as to their correctness. The completed Time and Attendance Reports will be delivered to the respective Office heads

by their representative units on the staff of the SSA-DD/S. The Office heads will assume responsibility for delivery of pay checks to their representatives on the staff of the SSA-DD/S.

Fitness Reports

6. Rating officials will consult with the SSA-DD/S in the preparation of Fitness Reports.

Personnel Information Cards

7. The SSA-DD/S will be responsible for insuring the maintenance of files of duplicate Personnel Information Cards (Form 37-6) on the above personnel [REDACTED]

25X1A

25X1A

[REDACTED]
L. K. WHITE
Deputy Director
(Support)

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SECRET

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

DD/S

TELEPHONE

NO.

DATE

TO

ROOM
NO.

DATE

REC'D

FWD'D

OFFICER'S
INITIALS

TELEPHONE

COMMENTS

1. Chief,
Management Staff

25X1A

3/25

JED

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13.

14.

15.

FORM
1 MAY 54

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PREVIOUS EDITIONS
MAY BE USED

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